CJIS Executive Committee Meeting
Thursday, May 08, 2008 1:15pm – 3:15 pm
State Capitol – Ft. Union Room, Bismarck, ND

Executive Committee Members Present:
> Charles Placek – DOCR, Nancy Walz – ITD, Keith Witt – Bismarck PD, Julie Lawyer – Burleigh County State's Attorney, Kelly Janke-Nelson County Sheriff

Others Present:
> Darin Anderson, Gordon Christensen, Cher Thomas, Thomas Trenbeath, Pam Schafer, Lieutenant Brandon Solberg, Jim Boehm, Jim Crow

Not Present:
> Dave Kleppe- Highway Patrol, Jerry Kemmet-BCI, Glenn Ellingsberg-Cass County Jail, Sally Holewa-Supreme Court, Russ Timmreck-DES, Darryl Vance-Watford City PD, James Boehm – Department of Emergency Services

1. Approve Meeting Minutes

Keith Witt motioned to approve, seconded by Kelly Janke. Minutes approved.

2. CJIS Status Report

Portal Usage - Thee number of users and interactions are continuing to grow.

Portal 2.0 - ITD is continuing the work efforts of the Portal 2.0 Project. It was on hold.

LERMS Integration Project - The project has a projected implementation date of mid-June.   This project will add value for users of the Portal as they will gain access to the LERMS Calls for Service and Incident Report records. There likely will be some rework done once the Portal 2.0 is implemented. It was asked, if we go live November 10th, how quickly would the Bismarck Police Department's records be onboard with the Portal? Pam believes work efforts would be limited and a quick process. Gordon stated it would be a relatively short amount of effort and a couple of weeks of development. With LERMS and Bismarck live before session, we would have benchmarks to testify to. Gordon stated as soon as LERMS is ready to go live, we would be able to get Bismarck on board shortly thereafter. It is possible that Bismarck could be up before the Portal 2.0 as Bismarck could go right after LERMS. Having the specs of how we desire the data from the vendor would allow it to be worked in before Portal 2.0 is operational. Cass will be difficult as they are purchasing a new RMS. We would pursue the Minot Police Department/Ward County Sheriff's Record Management System. Cass has asked for CJIS specifications. Keith was interested on how CJIS will pay for Bismarck's vendor costs. Pam said ITD would prefer that the Bismarck PD pay the vendor directly and submit an invoice to be reimbursed.

Cruiser Project - Gordon reported that the bugs are being worked on in a test area of cruiser. We are trying to make the intended roll out in mid May. We have been getting a lot of Motorola's attention. Kelly stated there are issues as Towner County is the test site and they have not used it. Darin and Gordon's priority is cruiser. Kelly stated others have been promised cruiser and they haven't been able to use it.   We are hoping to get the others involved in 2 weeks.   Kelly is interested in being a test site and has talked with Gordon. We need 2 weeks internally to resolve the issues before we can let others test. It has basic functionality but is not ready to test yet and have been working everyday to get these issues resolved. Communication needs to occur with agencies. Gordon and Tammy went to the Motorola User's Conference and were able to address individual issues with Motorola. Motorola has hired a new customer service manager. Right now we have 3 technicians from Motorola and others assigned. We've been getting lots of attention; Motorola knows we had planned to withdraw. Gordon hopes their attention stays with us. We need to send the right message to all the users as they should know what is going on. CJIS (Gordon) will let them know and give them timelines and schedules to know where we are at. There is frustration out there right now and we need to clear it up. Pam will get something together and have Kelly and Darryl proofread it. We may have to do a weekly status to LERMS users. We want people to drop off system only if they are not using it, we don't want them to drop because of issues or not living up to expectations.

3. **SAVIN Project**

An offer is ready to be made to individual for the SAVIN Program Manager. An extension was received by BJA, extending timeline of grant to June 2010. Received sole-sourcing approval from BJA also.

4. **Usage update**

The number of users is increasing. Active users report, 1200 users, about 750 is active. The largest users are BCI and Parole and Probation. The largest amounts of types of transactions viewed are DOT records. Pam recommends putting this on our website

5. **NICS Improvement Amendment Act of 2007 – Sally**

Tabled as Sally was not in attendance, therefore place on next month's agenda.

6. **IJIS Review of State Radio and CJIS**

CJIS is waiting for the IJIS Consultant's draft report. The Chief Justice has spoken with Scott Parker. It may be a couple weeks before we see the draft. The board will meet and discuss the consultant's ideas. We may want to do a joint meeting. This report may point out things we have missed. Their suggestions should point us in the right direction. After the board makes a determination, we will go to Police and Sheriff's association and discuss what came out of that report if necessary. One idea is to have a forum where the state can talk and learn from one another. We've seen agencies going in different directions and should be an exchange of info to prevent reinventing the wheel. This could help people to move in the right direction and learn from others within the state. A joint vision would be helpful in this state.   We should

be able to get a technology group together to meet for that. Last month's meeting proved we need better communication. Pam, do we use this meeting for a forum type? We could have everyone in here talk about upcoming projects. If we do have things that impact other agencies, we could have this on the agenda for a couple of months and maybe revisit it throughout the biennium when needed. Maybe we could go around the table and introduce who they are and what their agency does and plans to do. We've kicked around this idea about educating members about what the others are doing. We've seen positive exchanges here. All agree this would be helpful. Limit to 1 to 1.5 hours. We will start this next month. Are we looking more for CJIS or what their agency does? Pam would like to hear what CJIS can provide for each agency. What are the goals of both sides? It was thought we would have Russ Timmreck speak next month and Kelly follows the month after.

7. **CJIS Strategic Planning – Chuck & Pam**

Discuss 09-11 Biennium Projects – Prioritize projects
Pam wants to concentrate on prioritizing projects as the board has seen the project list and has asked for prioritization from the Executive Committee.
- Portal Enhancement budget: Last year we had $150K for flexibility, stayed the same on this projection
- Projects are listed in random order, one-line idea with no description
- Portal 3.0 next stage to enhance it
- Red signifies it was scheduled for last budget.
- Pam also listed other upcoming projects for new biennium
- Pam reiterated the Chief's comments form the last board meeting – to improve on what we are doing today instead of moving on the newest thing.
- Current staff will not be able to do all these projects but if you have project ideas, let Pam know so we can budget for those.

Chuck shares the Chief's concern that we need to complete some of our projects and get them up and running before moving on to more. Technology is always moving forward. It is very expensive. This is a marketing issue for everyone. We make an investment and will have to revisit it for upgrades. Sometimes we just get there and get it working and it's time to change again. Jim agrees that normally the life span on technology is about 4 years

Cher stated the BCI received a grant to rewrite the sex offender notification and electronic information. Currently, it is a slow notification process. How much could be handled though CJIS and how much through BCI is not determined yet. Notification process needs to be designed into that process. We have money to help with CJIS's programming (ITD's side). The second piece is for fingerprinting that will also affect next biennium's projects. This grant not only affects BCI, it affects who they need to share information with.

Kelly - We also need to include dollars for staffing. Is there room for someone to drive around the state to familiarize law enforcement with CJIS for information and training? Not everything is user friendly. Some places may need to have somebody to promote this product. We've talked often about marketing of LERMS and STARS. Asking who is using and who is not and why? Going back to Gordon's printout, it shows some agencies are using it all the time, some not at all. Pam asked what we can do to make it more valuable to Kelly. Kelly - give a demo on what's involved, more detail Kelly - this is where we need someone to go out and explain this system.

We need a project where you inquire once and it looks at all the databases.

Pam asked if everyone would all go through this list, prioritize it and send it back to her. She will email a spreadsheet for your remarks and order of prioritization. All committee members can send back their opinion and look at it again next month. Can we check with courts and see if they are even viable in the next biennium? This would help us prioritize better. Consultants would say in the next 4 to 5 years.

8. Discussion/issues

Disposition processing, we may need a consultant to come in and look at our processes. We may have to dedicate some funds to that process as it is a process that needs to be changed prior to applying technology.

9. 3 year background checks on Portal Users

Currently, the process is to check every 3 years. We fingerprint and do background check at time of application. Every 3 years we run a background check only. The question need to be address is what happens when we a user has a hit? Should they be revoked the day we get the info or bring it to the Executive Committee?   The first step is to go to the agency head and let them make the call. If agency is aware of it and they haven't taken action, do we? Kelly said if they are still with the department, they have some type of access to that info. Nancy said if it is a felony, it should be revoked then and there. Have we adopted standards to make that determination? Chuck said we do not have administrative rules that say either way. It has been an informal practice here and has been under Chief Ness' guidance. My concern is should not all users be checked. If someone gets arrested, someone should be notified of that users arrest and it should be an automatic notification. Pam stated the automatic notification may need to be a project depending on resources available. Users could be set up for instant notifications in the CJIS Portal, only ND hits would show up. Possibility, you could also notify the supervisor to watch their own users. We could make a users database and have notification set up for automation. It is noted, we still need the federal check. The FBI for NLETS recertifies their people every 5 years. Do we need to do this more often or should we match with the feds and need a rule so ND hits would be notified automatically.
We need to get our administrative rules in place. This could include auto notification, federal recheck rules/timelines.   We need to sit with executive committee to put words down and take the recommendation to the board for passage. We can model something that is already out there. ND Post Board has details on the web and can be used as a model. A subcommittee of Keith, Pam, Chuck and an attorney, possibly Edward Erickson was decided to work on admin
- A motion to accept the above mentioned people for the subcommittee was made by Julie, seconded by Nancy. Motion carried.

We would like to change the 3 year recheck to 5 years. This may need to go before the board. Auto ND notification should be in place. 3 year checks are coming up.
- Keith would move if there is a hit on a 3 year check, temporary suspension should occur and brought before the Executive Committee. Seconded by Kelly. Motion carried.
Keith asked how much work it is to process background checks. Darin said it will be a big influx at the beginning. It takes approximately a half hour for rechecks.

10. Review CJIS Hub user requests
  Motion to approve was made by Kelly, seconded by Keith. Motion approved.

  Meeting Adjourned